

Department of Public Health
and Human Services

Section:
RESOURCES

TANF CASH ASSISTANCE

Subject:
Countable & Excluded Resources

Supersedes: TANF 402-1, (7/01/03)

References: ARM 37.78.102 and .401

GENERAL RULE--The equity value of all resources (real and personal property) owned by the filing/assistance unit are countable unless specifically excluded by regulation. Certain resources may be excluded if found to be inaccessible.

The filing/assistance unit does not own property held in trust or owned by a corporation. No exclusions listed in the section can be applied to either trust or corporate property, regardless of whether or not any member of the filing/assistance unit is a trust beneficiary or corporate shareholder. See TANF 402-3 - Trust Funds.

ALIEN'S SPONSOR'S RESOURCES The income and resources of the alien's sponsor and sponsor's spouse are deemed to be available (OTAS Code: 'AS') to the sponsored alien (refugees do not have sponsors) until such time as the alien:

1. Achieves U.S. citizenship through naturalization, or
2. Has worked 40 qualifying quarters.

NOTE: If the case is open to multiple programs and the deemed amount is different for each program the 'OM', 'OA', 'OF' codes will need to be used instead of 'AS'. See TANF 604-1 for more information about deeming.

ANNUITIES Annuities are contracts or agreements, which in exchange for lump sum payments, provide for the payment of annuitized income at regular intervals (i.e., monthly, quarterly, annually, etc.) Code in TEAMS using the appropriate resource code based on the source of the annuity.

If payments are being made from the annuity, the annuity itself is excluded as a resource, but the payments may be countable unearned income. See 'Annuity Payments' in TANF 501-1.

If no payments are being made, the annuity will need to be evaluated to determine if it is accessible. It may be necessary to establish the source of the annuity (i.e., contract for deed, lawsuit settlement, mineral rights, etc.) in order to determine whether or not it is a countable resource.

NOTE: If the individual is not legally prohibited from receiving annuity payments, they must avail themselves of these payments as a condition of eligibility.

BASIC MAINTENANCE ITEMS

Known as household goods and personal effects; these are items essential to day-to-day living such as clothes, jewelry, furniture and other similar items of value including a home computer or satellite TV dish. Excluded. (OTAS: 'OX').

BONDS

Bonds including United States savings bonds and Treasury bills, notes and bonds are countable. (LIAS Code: 'BO').

To determine the value of government bonds, contact a securities dealer. If cashable, value can be provided. If not cashable, set ETAL for 30 days prior to maturity date.

NOTE: If the bonds are physically held by a joint owner who refuses to surrender possession of the bonds to the individual, the bonds are excluded as inaccessible because the bonds must be presented in order to cash them in.

BURIAL EXCLUSIONS

Burial accounts (bona fide funeral agreements), which exceed \$1,500 equity value per individual are countable in full, unless the agreement is irrevocable. (OTAS Code: 'BA').

A funeral agreement is irrevocable if:

1. It is signed by both the participant and the funeral home representative.
2. The price of all major services is specified.
3. The total dollar amount of the agreement is specified.
4. The participant was neither a minor nor legally declared incompetent when the agreement was signed.
5. The funeral home representative indicates in writing that the money is not refundable under any circumstances.

NOTE: Funeral agreements that are inaccessible to the household or irrevocable are excluded from resources. (OTAS code: 'BE')

BURIAL SPACE/PLOT

Exclude the value of one burial space for each filing unit member (OTAS code: 'BE')

**BUSINESS ASSET
DEVELOPMENT
ACCOUNT (BADA)**

Excluded. (FIAC Code: 'OX'). The account must be restricted as follows:

1. Established in the name of the individual and Capital Opportunities or other lending agency;
2. Used for business development such as purchase of assets, operation, maintenance, etc.;
3. Funds disbursed by direct vendor payments; and
4. If the business fails, any funds disbursed to the individual must be counted as a resource in the month received and any other assets counted according to current policy.

**BUSINESS
CHECKING
ACCOUNT**

Self-Employment funds that have been prorated as income retain their exclusion for the time they have been prorated as income (even if the funds have been commingled). Enter the prorated self-employment income on FIAC, code 'BC'. Other funds in the account may be countable, see sections 503-1 'Self-Employment' and 401-1 'Treatment of Excluded Resources', 'Commingling' and 'Funds Prorated as Income' for more information.

NOTE: TEAMS code 'BC' totally excludes the business checking account for all programs. Use this code only for the portion of the funds that have been prorated as self-employment income.

EXAMPLE Farmer sells his crops in August for \$12,000. The money from the sale is intended to support his family for a year. The \$12,000 is pro-rated as income, \$1,000 per month. The \$12,000 (even if put in a bank account with other funds) is excluded as a resource for the one year period.

NOTE: If funds have not been prorated as income, see 'Property/Equipment Necessary for Employment'.

CAMPER

Campers which were not manufactured with the intent of providing transportation; camper trailer, pick-up topper etc., are countable (OTAS code 'CP'), unless otherwise excluded.

CASH ON HAND

Countable, unless it represents income received during the month, then it is excluded. (LIAS Code: 'CA').

**CERTIFICATE
OF DEPOSIT (CD)**

Countable. (LIAS Code: 'CD'). The value of a certificate of deposit is the net amount that could be received after penalties for early withdrawal, if applicable.

NOTE: If the CD was purchased with funds prorated as self-employment income it would be excluded as long as it is a short-term CD that expires before the end of the period over which the self-employment income was prorated.

CHILD TAX CREDIT

An additional child tax credit is a refundable tax credit that families may be eligible to receive. Any refund received as a result of taking the additional child tax credit is excluded as a resource in the month of receipt and the month following.

CONTRACT FOR DEED

The value of a contract for deed is an excluded resource if the written terms of the contract include at least annual payments and the terms of the contract are being met.

If the written terms of the contract for deed are not being met, the applicant is required to exhaust all available legal recourse to enforce the terms of the contract in order to be found eligible for TANF cash assistance.

If the written terms of the contract for deed do not include provisions for at least annual payments, the unpaid balance of the contract or highest purchase offer from a knowledgeable source will be considered an available resource, unless the terms of the contract prohibit sale.

Refer to TANF 501-1 for information regarding how contract for deed income is counted.

CREDIT UNION ACCOUNTS

Countable, unless otherwise excluded (i.e., account contains self-employment income that has already been prorated as income). (FIAC Type Code: 'CU') If the household wants to have their TANF check direct deposited into the account, code it 'SV' if it is a savings account or 'PC' if it is a checking account.

CRIME VICTIM COMPENSATION

Crime Victim Compensation Act payments (P.L. 103-322) are excluded. (LIAS Type code: 'OX').

DEDUCTIONS FROM MILITARY PAY

Mandatory deductions from military pay for educational purposes (to fund the GI Education Fund) while the recipient is enlisted are excluded. (P.L. 99-576) (LIAS code: 'OX')

DISASTER & EMERGENCY ASSISTANCE

Funds issued as a result of a Presidentially declared disaster (P.L. 100-707) or a result of a major disaster or emergency as per the Disaster Relief and Emergency Assistance Amendments of 1988 are excluded. (LIAS code: 'OX') See also 'Fire or Casualty Insurance Proceeds' in this section.

Exclude any governmental disaster payments designated for restoration of a home damaged in a disaster if the household is subject to legal sanction if funds are not used as intended. This includes some, but not all, Federal Emergency Management Agency (FEMA) payments.

**EARNED INCOME
TAX CREDIT
(EITC)**

Received either as an advance payment or as a refund, is excluded as a resource in the month received and the month following receipt. (LIAS Code: 'OX').

**EDUCATIONAL
INCOME**

All educational income is excluded as a resource, including Title IV, BIA, VA, Work Study for post-secondary education is excluded. (LIAS Code: 'OX'). The individual must be enrolled in school and attending classes to be considered a student. Eligibility Case Manager should verify this and document TEAMS case notes. See 401-1, 'Commingle'.

**FAMILY SELF-
SUFFICIENCY
ESCROW ACCTS**

Funds that are held in an escrow account during the household's participation in a HUD (Department of Housing and Urban Development) Family Self-Sufficiency Program are excluded. (FIAC code: 'OX')

When the household is given the funds, the money is excluded from income as a non-recurring lump sum payment.

**FEDERAL, STATE
or LOCAL ENERGY
ASSISTANCE
PAYMENTS**

Energy assistance payments, such as LIEAP, which have been approved by Food and Nutrition Services (FNS) are excluded per Federal Statute. (LIAS code: 'OX').

**FIRE or CASUALTY
INSURANCE
PROCEEDS**

Cash benefits received as proceeds of fire or casualty insurance claims to make repairs to or dispose of damaged property are treated as follows:

The settlement is only excluded when used within three months of receipt. The funds must be signed over to the person or company who will do the repairs or otherwise disposed of within this period of time. Set a TEAMS alert (ETAL) to verify funds have been used/signed over. Proceeds not used within 3 months of receipt are countable. (LIAS Code: 'OA') See also 'Disaster and Emergency Assistance' in this section.

**HOME AND
SURROUNDING
PROPERTY/LOT**

Home and surrounding property which is not separated from the home by intervening property owned by others is excluded. (OTAS code: 'HM'). Public rights of way, such as roads that run through the surrounding property, will not affect the exclusion of the property.

One vehicle used as a home may be excluded. (OTAS code: 'HM'). Document CANO.

Only the home that is the filing/ assistance unit's usual residence excluded. (OTAS Code: 'HM').

A home may continue to be the assistance unit's usual residence, even though they may be temporarily absent from it, as long as they plan to return to it. Examples include students, migrant workers and those away for medical treatment or in a nursing home. A home will also be excluded as the usual residence if it is newly purchased and the applicant/recipient has not yet moved in (i.e., newly purchased mobile home that must be set up prior to them moving in).

INCOME PRODUCING PROPERTY

For property used in a trade or business (i.e., farming), see 'Property/ Equipment necessary for Self-Employment.'

Income producing property is only excluded if the property is necessary for self-employment. For rental property to be excluded, the individual must be in the business of renting property. For example, an individual has a house they rent while they live in another. This property is a countable resource unless the individual is "in the business" of renting. See section 503-1 for more information on self-employment. The property is **not** excluded solely on the basis that it is being rented. Non self-employment income producing property is countable. See also 'Real Property' later in this section.

INDIVIDUAL DEVELOPMENT ACCOUNT (IDA)

IDAs may be established by or on behalf of an individual eligible for TANF assistance. IDAs are created and funded through periodic IDA contributions by an individual and matched by or through a not-for-profit organization or a State or Local government agency in cooperation with such organization. The purpose of the account is to enable an individual to accumulate funds for post-secondary education, first home purchase or business capitalization.

Montana has a TANF-funded IDA Pilot Program. There are also Demonstration Project IDA programs in Montana.

Funds, including accrued interest, in the account are disregarded as a resource as long as the individual maintains or makes contributions to the account. The Montana TANF-funded IDA will continue to be excluded when an individual becomes ineligible for TANF as long as the individual is still maintaining or making contributions into the account. Contributions are only matched when withdrawn for an allowable purpose. TANF-funded IDA's are coded 'IT' and Demonstration Project IDA's are coded 'ID' on FIAC.

**INDIVIDUAL
RETIREMENT
ACCOUNT (IRA)**

Funds held in Individual Retirement Accounts (IRAs), are considered accessible to the applicant/participant. Count the equity value; cash value minus any early withdrawal penalty. (FIAC code 'IR')

**ITEMS OF
UNUSUAL VALUE**

Countable. (OTAS Code: 'UV') See also Basic Maintenance Items.

NOTE: Vehicles are not considered items of unusual value.

KEOGH PLANS

KEOGH plans are considered accessible and counted as a resource even if the filing unit is not actually accessing the funds. (FIAC code: 'PE')

LAND

Only land, which is contiguous to the property on which the occupied/permanent home is located, can be excluded (OTAS Code 'HM'). Land on which the individual intends to build or is building is countable (OTAS Code 'RE').

LAND IN CRP

Land in Conservation Reserve Program (CRP) may be either a countable or excluded resource depending on circumstances.

Exclude the CRP land as necessary to produce income if the individual is actively farming/ranching on land not in CRP. See TANF 503-1 for policy on treatment of self-employment income.

If, however, the individual is not farming/ranching other land (i.e., retired), it is necessary to determine if the individual is in the business of renting property and how actively they are participating in the business.

1. Exclude the CRP land as a resource if the individual is in the property rental business or is actively participating in the business at least 20 hours per week. See TANF 503-1 for policy on treatment of earned rental income.
2. The CRP land is a countable resource if the individual is not in the property rental business or is not actively participating at least 20 hours. See TANF 501-1 for policy on treatment of unearned rental income.

LIFE ESTATES

A life estate is an estate whose duration is limited to the life of the party holding it or to the life of some other party. The holder of a life estate does not have title to the property and cannot sell the property. However, the holder of a life estate can sell his/her interest in the property unless restricted by the terms of the contract (if sale is restricted, the value of a life estate is excluded), and is entitled to any income from the property. A simple property check will not reveal the presence of a life estate. Code 'LE' on OTAS if excluded for FS but countable for all other programs; if

excluded for all, code 'OX'; it may be necessary to code 'OA', and/or 'OM' depending which programs count or exclude the life estate.

NOTE: Mineral or oil rights cannot be sold or leased without specific consent of the titleholder.

The life estate value is determined by multiplying the fair market value of the property by the percentage listed on the "Life Estate Interest Table" (SSI-MA 009) for the age of the individual on whose lifetime the life estate is based.

A life estate will be excluded as the home while the property meets the definition of principal place of residence; code 'HO' on OTAS.

If a life estate property is a private residence which is not occupied by the life estate owner or his/her dependents, and does not meet the definition of home (principal place of residence), the value of the life estate may be excluded as a resource as long as the property is used to produce income (i.e., as a rental).

If a life estate property is a business property, the value of the life estate may be excluded as a resource if the business property (such as a ranch or commercial property) is used to produce income (i.e., leased or rented) consistent with the value of the property.

For purposes of this policy, income consistent with the value of the property will be an annual net income of 6% of the fair market value of the property.

NOTE: If the life estate property is business property (such as a ranch or other business property) and is excluded as a home, if ANYONE is using the property as part of a business, the life estate owner must be receiving income for the use of the property (rental or lease income).

LIFE INSURANCE

Term life insurance policies are excluded resources. (OTAS Code: 'LI', equity value of \$0.00 and document in CANO.)

The cash and face value of ordinary (whole life) life insurance policies held by filing unit members are excluded. (OTAS Code: 'LI', equity value of \$0.00)

LIVESTOCK

The value of livestock necessary for employment or raised for home consumption is an excluded resource. (OTAS code 'LV'). Income received is countable as self-employment income (see 503-1). Livestock that are pets are also excluded.

Livestock, which is used as non-business income-producing property, is subject to the regulations listed under "Income Producing Property". Livestock owned in a non-business arrangement is often referred to as being "run on shares" by another individual. (OTAS code 'IP')

LOANS GIVEN BY THE HOUSEHOLD

A debt owed to the household is considered an excluded resource if the balance of the loan is inaccessible. Count the full unpaid balance of the loan (debt owed) toward the resource limit, if this balance can be readily liquidated.

LOANS RECEIVED BY THE HOUSEHOLD

A loan is excluded in the month received and the month following.

LUMP SUM PAYMENTS

Non-recurring lump sum payments that can be accurately prospected are countable resources both in the month received and in subsequent months to the extent retained, unless otherwise excluded. (LIAS Code: 'LS')

A lump sum payment may be a resource that changes forms.

EXAMPLE Participant has a retirement account valued at \$2000. The participant's employment ends on July 12. On October 17, the participant receives a check for \$1875 (retirement less taxes). Because of timely notice issues, the retirement account would be considered countable (see pension plans / retirement accounts later in this section) from August through October. On October 17, the resource changes forms and the amount retained must be counted for November. Because of prospective budgeting, ongoing case resource eligibility is always evaluated as of the first day of the month.

Examples of lump sums include but are not limited to: income tax refunds, rebates, credits, retroactive lump sum public assistance, railroad retirement, lump sum insurance settlements and refunds of security deposits.

NOTE: If the lump sum payment cannot be accurately prospected, it is not counted in the month of receipt; however, any funds remaining the following month will be added to all other available resources to determine ongoing resource eligibility.

NOTE: If an overpayment must be calculated due to the receipt of a lump sum that, if reported timely, could have been accurately prospected and timely notice of adverse action given, the

lump sum must be entered on the TEAMS LIAS screen as 'OA' and 'OF' if the household is open on FMA, Food Stamps or TANF cash assistance. The 'OA' and 'OF' codes must be used until a TEAMS enhancement is completed.

MILITARY REENLISTMENT BONUS

Military reenlistment bonuses can be paid in one of two ways: as a lump sum; or up to 50% of the bonus amount as an initial payment, with the remainder paid in equal annual payments. It is up to the military service to decide which military grades/series get the bonuses and how much they get. This means that the Navy, Marines, Army, and Air Force can have their own policies regarding payment of reenlistment bonuses. Eligibility Case Managers must verify what the payment policy is, depending on the military service to determine when it should be prospected.

A military reenlistment bonus is a countable resource in the month received if it can be prospected, and in subsequent months to the extent retained. TEAMS code 'OA'.

MINERAL RIGHTS

Mineral rights may be included with land ownership or owned separately. If surface rights of the same property are excluded (for example, homestead) so are mineral rights.

Obtain verification of mineral rights. Acceptable verifications are deeds, lease agreements, titles, and homestead documents.

If mineral rights are producing income under a lease agreement, the owner may be constrained from selling or otherwise disposing of those rights. If the land is already excluded, e.g., homestead, or the terms of the lease agreement do not allow sale, the mineral rights are excluded. (OTAS Code: OX').

NOTE: See 'Royalty' in 501-1, for Mineral Right income.

Determine the equity value by obtaining the fair market value and subtracting encumbrances/liens (amount owed). The balance is the equity value. Enter countable mineral rights information on the OTAS screen - Code: 'MR'. Document TEAMS Case Notes (CANO) and include a description of the property involved.

Fair market value can be obtained from a knowledgeable source (i.e., brokers in the geographical area or companies who lease mineral rights).

OLDER AMERICANS ACT

Projects funded under this Act include:

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1. Green Thumb
2. Forest Service
3. American Association of Retired People (AARP)
4. National Council on Aging
5. National Council of Senior Citizens

Funds received by individuals age 55 and over under the Senior Community Services Employment Program PL 100-175, Section 166, Title V of Older Americans Act (projects listed above) are excluded.

PENSION PLANS or RETIREMENT ACCOUNTS

A pension plan or retirement account is an investment account (typically with an employer) that is intended to provide income at retirement. The equity value is the cash value minus any early withdrawal penalty.

Most employment related retirement accounts can not be accessed until the employee is no longer employed with that particular business or entity. While the individual continues employment, the funds are inaccessible.

The funds are considered **accessible upon termination of employment** even though the funds may not be issued for a length of time.

Code 'MR' if excluded for all programs
Code 'PE' if excluded for Food Stamps only
Code 'IR' if counted for all programs

See also '**Individual Retirement Accounts**' and '**Keogh Plans**', which are **treated differently**.

PERSONAL CHECKING ACCOUNT

Countable. (FIAC Code: 'PC') Income received in the current month is not counted as a resource. Therefore, if the income is deposited into a bank account, it is disregarded as a resource in the current month, but countable in any future months. There is a two-step process in determining how much money in a checking account should be attributed to resources.

1. Follow existing policy to not count money as income and a resource in the same month. Therefore, the worker should exclude any current month income that is in the checking account.

If this step makes the individual resource eligible, no further action is needed. If, however, the individual remains resource ineligible, the worker should go to step two.

2. Look at the individual's outstanding checks. If a check has been written and sent to the payee, even if it has not yet been cashed, the money is not available for other purposes. Therefore, it should

not be counted toward the resource limit. Verification should be obtained when necessary.

**PLAN for
ACHIEVING
SELF-SUPPORT
(PASS)**

Any income an SSI recipient places in an approved PASS account is excluded as a resource. The PASS account is excluded, as well. (FIAC code: 'OX').

**PREPAYMENT
of MORTGAGE
or RENT**

Prepayment of an individual's mortgage is not considered a resource. Prepayment of rent, however, will be a countable resource unless the individual cannot receive the money back **under any circumstances** (i.e., the lease agreement includes a no refund policy, or the landlord provides a statement that the funds will not be returned to the renter).

PROMISSORY NOTE

A promissory note is considered personal property (a liquid asset), and is countable. An individual holds legal interest and has the legal ability to make available his/her share in the note. The equity value of the note (the principal reduced by any lien) is countable. (LIAS Code: 'OT'). See 'Jointly-Owned Resources', TANF 401-1.

**PROPERTY/
EQUIPMENT
NECESSARY FOR
EMPLOYMENT**

Excluded as essential for the production of income, unless otherwise indicated below. (OTAS Code: 'TT' or 'FE', depending on the item).

See also '**Income Producing Property**'

Self-employment/Farm resources **may** (depending on program) include:

- Tools/equipment such as those needed by a carpenter, mechanic, cosmetologist, etc.
- Stock (such as office supplies) or raw materials.
- Property essential for income production.
- Office equipment such as furniture, typewriters, calculators, etc.
- Business/commercial checking account (FIAC code 'BC').

NOTE: Self-employment funds that have been prorated as income, retain their exclusion for the time they have been prorated as income (even if the funds have been commingled).

Funds contained in a business/commercial checking account which have not been prorated as income are also excluded (i.e., business working capital, business loans, etc.)

However, funds diverted from this account to cover personal expenses, which have not already been prorated as income must be counted as earned income to the participant.

- Business loans for the purchase of capital assets;

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- Inventory;
- Machinery and equipment; and
- Other items needed to produce income.

A 'grace' period can be established for excluding the self-employment resources due to temporary inactivity in the trade or business. The 'grace' period during which time the specific business equipment can be excluded is up to one year.

The participant will have to actively return to the same trade or business within one year from the month he/she was no longer engaged in the trade/business. If the participant does not return to the business, the excluded resource(s) must be counted toward the resource limitation.

PROPERTY IN PROBATE

Excluded due to being inaccessible. (OTAS code: 'IA'). Set an alert to determine ownership interest after probate. TEAMS case notes must be entered explaining why the property is considered inaccessible, including Institutionalized Medicaid where the deceased is the community spouse. See also SSI-MA 906-1.

REAL PROPERTY LISTED FOR SALE

Non-home real property, whether for sale or not, is countable. (OTAS code: 'RE' if not for sale; 'HS' if for sale)

RESOURCES USED AS COLLATERAL

If a liquid or non-liquid resource has been used as collateral for a loan, only the equity or accessible portion of the resource is countable toward the resource limitation. If the resource cannot be sold due to specific language in the lien or security agreement, it is considered to be an inaccessible resource.

EXAMPLE: Household has used a certificate of deposit (CD) valued at \$4,000 as collateral for a personal loan of \$3,000. The CD's countable value is its equity value (fair market less encumbrances). Therefore, the equity value of the CD is \$1,000, which is counted toward the resource limit.

If, however, the CD had restrictions placed on it that prohibited the household from cashing it out, the total value of the CD is considered inaccessible and is excluded as a resource.

SETTLEMENTS & RESTITUTION PAYMENTS

Agent Orange: Payments made under the Agent Orange Compensation Act (P.L. 101-201) are excluded.

NOTE: Payments of Veteran's benefits to veterans with service-connected disabilities resulting from exposure to Agent Orange are not excluded. Code 'VA'.

Asbestos: Funds received from an asbestos settlement or lawsuit are countable the earlier of when available or when received.

Disabled Children of Female Vietnam Veterans

Payments or restitution made by the VA to disabled children (now adults) of females who served in Vietnam between February 1961 and May 1975 are excluded; code 'OX'.

Factor VIII or IX Concentrate Blood Products Litigation, MDL 986 (No. 93-C-7452, Northern District of Illinois): Settlement payments as a result of the class action lawsuit to hemophilia patients infected with HIV (Human Immunodeficiency Virus) through blood plasma products are excluded.

Nazi Persecution Victims: Restitution made to individuals because of their status as victims of **Nazi Persecution** under P.L. 103-286 is excluded.

Radiation Exposure: Radiation Exposure Compensation Act payments are excluded. (P.L. 101-425)

Spina Bifida: Payments made to children of Vietnam veterans for disabilities resulting from spina bifida are excluded. (P.L. 104-204)

Susan Walker V. Bayer Corporation, et al, 96-C-5024 (Northern District of Illinois): Payments made from any fund established pursuant to this class settlement and payments made pursuant to a release of all claims in a case that was entered into in lieu of the class settlement and that was signed by all affected parties in such case on or before December 31, 1997 are excluded.

Wartime Relocation of Civilians: Payments of "Wartime Relocation of Civilians" made to certain U.S. citizens of Japanese ancestry, resident Japanese aliens, and certain eligible Aleuts under Title I of PL 100-383 or the Civil Liberties Act of 1988 are excluded.

**SAFE
DEPOSIT BOX**

There is no requirement to view the contents of an individual's safe deposit box. It is appropriate to ask what the contents are and request necessary verification. The Eligibility Case Manager should only view the contents if that is the applicant's/ recipient's preference over bringing the

documents to the OPA office for verification. The contents are listed in TEAMS using the appropriate codes (i.e., ST for stocks, BO for bonds, etc.).

SALE OF A RESOURCE

If an excluded or countable resource is sold, the proceeds remain an excluded or countable resource in the month of sale. For example, a vehicle (non-liquid resource) is sold for cash (liquid resource); the resource has simply changed form. Once a resource, always a resource **in the month of sale**. For example, if an excluded resource, i.e. their home, is sold, the cash is considered an excluded resource for the month of sale. The following month, any proceeds remaining are considered a countable resource (i.e., cash-on-hand, savings account, etc.).

If a self-employment resource is sold, see 503-1, 'Capital Gain or Loss'.

SAVINGS ACCOUNT

Countable. (FIAC Code: 'SV') If the current month's income has been deposited into the account, it must be excluded when determining the current value of the account. See also joint accounts and commingled funds, 401-1.

SAVINGS OFFER SUCCESS (SOS)

Matching award payments made by Rural Opportunities Inc. (ROI) to individuals participating in a Savings Offer Success program are excluded. (LIAS code: 'OX')

SECURITY DEPOSITS

Security deposits on rental property or utilities are excluded. (OTAS code: 'OX') This exclusion applies to both landlords and tenants.

STOCKS

Stocks and mutual fund shares are countable, unless otherwise excluded. (LIAS Code: 'ST')

TRAILERS

All Trailers, including 5th wheels, are countable unless otherwise excluded (e.g., home, income producing, etc.). (OTAS Code: 'TR')

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